

TMDE Lab Manager's Meeting Action Items (enclosure 3)

Item	Action	Who
1	Consolidate TAMS manual, 4734 and 9082	SEA 04M1
2	Provide inputs on changes to 4734	All attendees
3	Combine METCAL and SISCAL instructions	SEA 04M1
4	Announce plans for revision to FR-06 in METBUL	NSWC
5	Review if environmental requirements can be put into ICP and checklists	NSWC
6	What is certification standard for personnel who perform evals/audits	SEA 04M1
7	Does NAVSEA have a centralized approved vendor for cal list	SEA 04M1
8	Combine NAVAIR and NAVSEA requirement for audit/certification periodicity	SEA 04M1
9	Publish requirements for how the Navy will do certifications. Who signs audit report and who signs certification	SEA 04M1
10	Resolve MAR certification letter	SEA 04M1
11	Determine how to document CPRs use with an ICP	SEA 04M1
12	Publish CPR documentation procedures in METBUL	NSWC
13	Publish list of NAVAIR standards for 17-50s	NSWC
14	Provide inputs for changes to NAVAIR 17-50 requirements to NSWC by 16 August 2001 for presentation to the TAMS EB 22 August 2001	NSWC
15	Determine count for NAVSEA sponsored 02 class attendees	SEA 04M1
16	Send message to fleet. shipyards and labs on new procedure to hold units accountable for buying unauthorized test equipment	SEA 04M1
17	Add reference to 4734 to NAVSEA letter with policy for requiring unit who procured test equipment to pay for ICPs and interval analysis	SEA 04M1
18	Notify the supply system that they need to have procedures in place to insure units cannot buy test equipment unless it has full logistics support, to include ICPs and interval analysis	SEA 04M1
19	Modify and publish policy that will insure all when an LCP is reviewed by NSWC it is upgraded to an ICP	NSWC
20	Make recommendation on time limit for LCP being active	NSWC
21	Determine whether PNSY is the north east regional call center. Answer is no. All four labs just coordinate work loads per Jim Waller	CLF
22	Make recommendation for policy for certifying automated test procedures	NSWC
23	Coordinate with NPSL to resolve question over who and how intervals are designated/calculated by NPSL and is it only for their standards	NSWC
24	Write up task for standing committee for TAMS EB to address automated test equipment certification procedures. And to address test equipment on a circuit card or on a chip	NSWC
25	Provide feedback to NSWC on proposed data field entries for METRL and Measure data for equipment without model numbers. NSWC provide questionnaire and Measure 21 formats	Lab Manager

26	Recommend that next meeting be held jointly with NAVAIR	SEA 04M1
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